

WEDDING APPRAISAL AND INFORMATION SHEET with Guidelines, Policies and Fee Schedule
 First Baptist Church · St. Simons Island, Georgia 31522

Bride's Name: _____
 Address: _____
 City, State, Zip: _____
 Phone: _____
 Church Membership: _____
 Parent's Names: _____
 Address: _____
 City, State, Zip: _____
 Phone: _____
**Future Address of
 Bride and Groom:** _____
 (Address)

Groom's Name: _____
 Address: _____
 City, State, Zip: _____
 Phone: _____
 Church Membership: _____
 Parent's Names: _____
 Address: _____
 City, State, Zip: _____
 Phone: _____

 (City, State, Zip)

Date of Wedding: _____	Date of Rehearsal: _____
Time of Wedding: _____	Time of Rehearsal: _____

Officiating Minister: _____
 Address: _____
 City, State, Zip: _____
 Phone: _____
Florist: _____
 Address: _____
 City, State, Zip: _____
 Phone: _____

Wedding Director: _____
 Phone: _____
Photographer: _____
 Phone: _____
Organist: _____
 Phone: _____
Videotape: _____
 Phone: _____

We, the Family of Faith of First Baptist Church, St. Simons Island, are pleased that you have chosen to celebrate your wedding here. We rejoice with you in this experience and wish you much happiness. It should be remembered that a church wedding is a sacred worship service in which two people pledge their life-long love and faith to God, and to each other. Please pay particular attention to the Church's policies regarding flowers, decorations, photography and access. Your cooperation in this matter is very much appreciated.

Carefully read the following guidelines and policies. In order that we may clean and prepare the church for Sunday services, **all decorations must be removed from the church immediately after pictures are made following the ceremony.** One (1) hour is allowed for after-ceremony photography. **All candles must be extinguished immediately after the ceremony.** *If the decorations are not removed, an additional fee of \$100 will be charged.* **Access to church facilities is granted 4 hours prior to event only.** The church is not responsible for any loss or damage.

All parties must sign below indicating they fully understand the guidelines and policies regarding church facility usage.

(Please complete pages 1 and 2 and return both to the church office with required deposit)

BRIDE:	_____	Date: _____
GROOM:	_____	Date: _____
WEDDING DIRECTOR:	_____	Date: _____
Approved by FBC Senior Pastor:	_____	Date: _____
FBC Calendared:	_____	Date: _____

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Bride's Name: _____

Groom's Name: _____

FUNCTIONS FOR WHICH CHURCH FACILITIES ARE REQUIRED
 Check all that apply. Charges associated with each facility requested.
 Attach sketch of table & chair arrangement for Rehearsal Dinner and/or Reception.

WEDDING / WEDDING REHEARSAL

Expected Attendees # _____

- SANCTUARY
- DRESSING ROOMS
- AUDIO
- STEPS TO PLATFORM

REHEARSAL DINNER

Expected Attendees # _____

- FELLOWSHIP HALL
- KITCHEN
- AUDIO
- CHAIRS - # _____
- TABLES (see below)

ROUND 60" - # _____ max 15

RECTANGULAR 6' - # _____ max 4

RECTANGULAR 8' - # _____ max 4

RECEPTION

Expected Attendees # _____

- FELLOWSHIP HALL
- KITCHEN
- AUDIO
- CHAIRS - # _____
- TABLES (see below)

ROUND 60" - # _____ max 15

RECTANGULAR 6' - # _____ max 4

RECTANGULAR 8' - # _____ max 4

CATERER'S NAME: _____

PHONE: _____

WEDDING FEE SCHEDULE

Fees must be paid in full thirty (30) days prior to scheduled date. Fees subject to change without notice.

Fees include access to the building 4 hours prior to start of event only.

USE OF SANCTUARY	USE OF FELLOWSHIP HALL	USE OF FELLOWSHIP HALL
Wedding and One (1) Hour Rehearsal	Rehearsal Dinner (3 hours)	Reception (3 hours)
Member: \$250.00	Member: \$250.00	Member: \$250.00
Non-Member: \$1500.00	Non-Member: \$1500.00	Non-Member: \$1500.00

Minister's Fee:

Member's Discretion
 Non-Member: \$300.00

Additional Access or Event Time:

\$50 per hour

Deposit:

Member: \$100.00
 Non-Member: \$750.00

Complete pages 1 and 2 of the Wedding Appraisal and Information Form and return to the church office. Deposit due when information sheet returned. **Weddings will not be calendared until completed forms and deposit are received.**

If the decorations are not removed, an additional fee of \$100 will be charged.

If extra time is needed, there will be an additional charge of \$50.00 per hour or any portion, thereof.

*See the **NURSERY** section in **GUIDELINES** and **POLICIES** regarding fees for childcare.*

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GUIDELINES and POLICIES

RESERVING THE CHURCH

BEFORE YOU RESERVE THE CHURCH, YOU MUST CONSULT WITH THE SENIOR PASTOR (OR OFFICIATING GUEST MINISTER) TO DETERMINE HIS OR HER AVAILABILITY TO PERFORM THE CEREMONY.

It is best to obtain alternate dates from the minister in the event your first choice is not available.

The date and time of wedding must be scheduled with the church office. A written confirmation should be received prior to any public announcement of the date. **Reservations are not firm until fees are paid in full.** If wedding is cancelled less than thirty (<30) days prior to scheduled date, a fee of \$100 will be charged. Inspection of church facilities may be scheduled during regular office hours with the office staff or a member of the FBC Wedding Committee.

“Member fees” are only available to church members, children and grandchildren. All others wishing to be married at First Baptist Church will be charged non-member fees.

Fees for use of the Sanctuary cover facility expenses and related services, including use of dressing areas for the wedding party. If you are holding your reception and/or rehearsal dinner in the Church Fellowship Hall, there will be separate charges for each use. **Access to the building will be granted no more than four (4) hours prior to the event start time.** **The need for additional access and event time will be charged accordingly.**

Once the date is confirmed and required fees paid, all continuing contact concerning wedding arrangements must be made with the FBC Wedding Committee Liaison.

Only one wedding may be scheduled on any given date. Exceptions may be granted to members on dates already booked by non-members. All weddings must be scheduled at a time that will not conflict with regular church services or activities.

Please be advised that a qualified, competent Wedding Director is recommended. The FBC Wedding Committee Liaison is present primarily to ensure the appropriate use of church facilities rather than to serve as your Wedding Director.

The FBC Wedding Committee Liaison will handle all logistical details including; (1) coordinating custodial services; (2) providing access to the building for the wedding party, and, if requested, scheduling a sound engineer; (3) Coordination with the wedding party to schedule vendors who may need to **preview** the building. Unless prior arrangements are made, **the facility will be opened NO EARLIER THAN FOUR (4) HOURS PRIOR to your scheduled event. A member of the FBC Wedding Committee must be present at all times access is granted.**

MINISTER

It is not required that the First Baptist Church's Senior Pastor or other staff minister perform the wedding ceremony. **Guest ministers are permitted upon approval. However, he or she must be approved and invited by the Senior Pastor no later than two (2) weeks prior to the event.** An informational letter is provided (page 7) to present to the guest minister. Upon approval, the visiting minister will be sent a letter of invitation by the Senior Pastor which will include a copy of First Baptist Church Wedding Guidelines. The visiting minister is expected to comply with those guidelines.

All couples, members or non-members, who wish to be married at First Baptist Church are expected to participate in premarital counseling sessions. The length and scheduling of these sessions will be at the discretion of the officiating minister.

MUSIC

A church wedding is a sacred worship service and the music must be appropriate for the occasion. **The music for the wedding and/or reception shall be approved no later than two (2) weeks in advance by the Minister of Music of First Baptist Church.** Taped music may be used if approved by the Minister of Music.

Guest musicians must be approved by the Minister of Music prior to utilization of the musical instruments.

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REHEARSAL

*One (1) hour is allowed for your rehearsal. **If extra rehearsal time is needed, there will be an additional charge of \$50.00 per hour or any portion, thereof.***

NURSERY

If childcare is required for the rehearsal and/or wedding, arrangements must be made at least one month prior to the date with the Wedding Committee Liaison. **Childcare personnel shall be paid at the rate of \$25 per hour (an amount not included in the facilities fee schedule). There is a two-hour minimum charge per childcare worker. Insurance regulations require at least two workers be present at all times.**

PHOTOGRAPHY

Photographs are an extremely important remembrance of your wedding and may be taken prior to and during the processional and recessional. Photographs may be made at will in other areas of the church prior to and following the wedding.

Wedding photographs may be posed before or after the service. **No flash photography is permitted once the ceremony begins.** Please inform your photographer, your families and friends of this important policy.

VIDEO TAPING OF THE WEDDING MAY BE DONE FROM THE BALCONY ONLY USING THE EXISTING LIGHT IN THE SANCTUARY.

FLOWERS AND DECORATIONS

Decorations for both the Sanctuary and Fellowship Hall must be within the bounds of simplicity and good taste. No church furniture shall be moved without prior permission. Decorations commemorating special seasons of the church year may not be removed without permission.

Adequate mats or drop cloths must be used with all floral arrangements and candelabrum to protect the floor, carpet and/or cushions.

An aisle runner will be used to protect the carpet from crushed flower petals.

No decorations of any kind will be tacked, taped, glued, stapled, wired or otherwise affixed to the walls, woodwork, or furniture of the church or any other area of the building. If desired, ribbons may be used on the pews to designate family seating. A florist's hook may be used to secure ribbons to the top of the pews.

PLEASE NOTE: ALL DECORATIONS MUST BE REMOVED PROMPTLY FOLLOWING THE CEREMONY.

Special care should be taken to protect the carpet, walls, and furniture. The responsibility for any damage incurred will be assumed by the persons using the facilities.

Fire regulations require that all exits must be left free of decorations.

The newlywed couple may offer the wedding flowers for use in the following Sunday's worship service. If this is your desire, please notify the church office. If prior arrangements have been made for flowers in the Sanctuary, your flowers will be placed in the vestibule of the church where they may be appreciated by all worshippers. Your flowers will be acknowledged in the Sunday worship bulletin.

RECEPTION

The Church Fellowship Hall may be reserved for your wedding reception in the same manner as you reserved the sanctuary for the wedding. All policies about floral decorations for the Sanctuary apply.

Tablecloths and linens will not be provided. Please make your own arrangements for these items.

If private caterers are used, they must furnish their own equipment. If any kitchen equipment is to be used, approval must be given by the Food Service Committee chairperson.

The caterer is responsible for any damage to the facilities.

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MISCELLANEOUS INFORMATION

The church Parlor will be available for the bride and her attendants. Room 120 is available for use of the groom and his attendants.

The church building will be opened and proper utilities provided four (4) hours before your ceremony. If access is needed earlier, prior arrangements must be made with the Wedding Committee Liaison and the proper fees paid. Following a wedding in which the reception is to be held elsewhere, one (1) hour will be allocated for after ceremony photography.

PLEASE REMEMBER - No food or drink may be consumed outside of the Fellowship Hall.

All personal items must be removed from all areas of the church before leaving church property. *All decorations must be removed from the premises immediately following the ceremony and after ceremony photographs.* The Wedding Committee Liaison or Church Office may be contacted regarding items which may have been left behind. **The church is not responsible for any losses which may occur.**

CHURCH POLICIES

- NO ALCOHOLIC BEVERAGES ARE PERMITTED ON THE CHURCH PREMISES (INSIDE AND/OR OUTSIDE).
- NO FOOD OR DRINK MAY BE CONSUMED OUTSIDE OF THE FELLOWSHIP HALL.
- NO SMOKING IS PERMITTED IN THE CHURCH BUILDING, PORTICOS, OR ON SIDEWALKS ADJACENT TO THE CHURCH.
- BIRDSEED MAY BE THROWN OUTSIDE. HOWEVER, NO RICE, CONFETTI, ARTIFICIAL OR NATURAL ROSE PETALS MAY BE THROWN IN THE CHURCH BUILDING OR ON THE CHURCH PREMISES.
- NO FLASH PHOTOGRAPHY IS PERMITTED DURING THE CEREMONY.
- VIDEO TAPING MAY BE DONE ONLY FROM THE BALCONY WITH THE EXISTING LIGHT IN THE SANCTUARY.

CHECKLIST

- Check availability with **officiating minister** before reserving wedding date

- Submit **completed forms** with required **deposit payment**

- Deliver “**Guest Minister Letter**” to appropriate person (if applicable)

- Submit **music** to the First Baptist Church (FBC) Minister of Music for approval

- Request approval for **guest organist/pianist** from FBC Minister of Music (if applicable)

- Coordinate **childcare** needs with Wedding Committee Liaison (if applicable)

- Communicate FBC procedures and policies** with applicable vendors and guests

- Confirm **return of “Guest Minister Letter”** no later than **two (2) weeks prior** to event

- Pay any outstanding balance** owed no later than **thirty (30) days prior** to event

- _____

- _____

- _____

GUEST MINISTER LETTER

The Pastors and staff at St. Simons First Baptist Church welcome you to our family of faith as guest minister for this coming wedding. We will do everything possible to ensure you and the wedding party are welcome and at home in our midst.

In keeping with our church policy, we ask that you write the customary “courtesy” letter to the Senior Pastor; informing him you have been asked to officiate at this wedding no later than 30 days prior to the scheduled event. He will respond with a personal welcome and invitation. Please include a cell phone contact number and return address in your letter. His mailing address is as follows:

Dr. Felix Haynes
St. Simons First Baptist Church
729 Ocean Boulevard
St. Simons Island, GA 31522

After consultation with the Senior Pastor or his Representative, guest ministers shall be free to use the facilities and perform the ceremony according to the rites of their respective churches.

Thank you and welcome!

Wedding Committee
St. Simons First Baptist Church
912-638-3337